

**Jefferson County
Position Description**

Name:		Department:	Clerk of Court
Position Title:	Deputy Court Clerk I	Pay Grade:	2
		FLSA:	Non-exempt
Date:	January 2014	Reports To:	Clerk of Courts

Purpose of Position

This position must be a deputy of the Clerk of Courts and the purpose of this position is to perform general reception duties; receipt incoming monies; scan documents for long-term retention; copy files; sort and distribute mail.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.

- Performs general reception duties including: addressing persons at the counter (determining assistance required, receipting funds, selling packets, seeking departmental clerk, properly receiving documents and copies) and answering/properly forwarding incoming phone calls.
- Scans/attaches documents to the proper case in the CCAP database.
- Retrieves files and makes copies.
- Copies appeal records, as requested.
- Makes "packets" and monitors supply on hand.
- Picks up and distributes mail, as necessary.
- Updates Law Library with incoming materials.
- Collates/folds/inserts bulk mailing projects.
- Receipt payments for fines, forfeitures, filing fees, copy fees, any other fees ordered to be paid to the clerk of court via counter, US Mail, Jail Mail etc.
- Tallies Guardian *ad litem* (GAL) bills, copies, distributes and scans for archives.
- Updates CCAP database for Returned Undeliverable Mail (RUMS).
- Pulls weekly calendar files for judges, commissioners and clerks.
- Performs all other duties that are requested by the Clerk of Courts or Lead Deputy Clerks that are required by law.
- Demonstrates dependable attendance.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Other duties may be required and assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma with previous computer experience; 1-2 years general office experience with an emphasis on customer service and general bookkeeping; all with high attention to detail or, any combination of education and experience that provides equivalent knowledge, skills and abilities.

Other Requirements:

Training: None

Physical: None

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Date

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Supervisor's Signature

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Date

DRAFT